

# Microsoft 365 Excel Basic Training Online Boot Camp

## Course Overview

**\$149**

Are you new to Microsoft 365 Excel? In today's working world, an understanding of Excel is a requirement of nearly all professionals from Administrators to Project Managers. This basic training will get you up to speed with Excel quickly. You will learn to create a new spreadsheet, use basic formulas and functions, and present your data with a professional look.

Our Basic Training Online Boot Camp will be instructor-led over two evenings. Learn Excel in your own working space and don't sweat it!

Microsoft 365 Excel will be used - skills learned are transferable to other versions.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

### Textbook

Course materials are provided.

**7 hours  
offered online or in-person**

- 1** 2024S CEMA 150 102  
April 10 - 11, 2024 (Online)  
Wed & Thu | 6:00pm - 9:30pm  
Registration recommended by  
Tuesday, April 2, 2024
- 2** 2024I CEMA 150 102  
May 31, 2024 (In-person)  
Friday | 8:30am - 4:00pm  
Registration recommended by  
Thursday, May 23, 2024

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

### Did you know?

As long as you are enrolled in classes at CNC you will receive free access to MS Office 365 ProPlus.

## Ready to Register?

Request for Registration Online Form; and/or  
Sponsor an Employee Form

### FOR MORE INFORMATION:

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